

S E C R E T

17 December 1962

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TO : Chief of Base,  
Chief of Base,  
Chief of Base,  
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Chief of Base,  
Chief of Base,

FROM: : DCS, Station Headquarters

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SUBJECT: Implementation of [REDACTED] on Transportation Allowances

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1. Concurrently with this memorandum you will receive copies of [REDACTED] dated 17 December 1962 which establishes policies for implementation of [REDACTED]

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2. The referenced policy statement has been discussed with a number of officials at the [REDACTED] bases and at Headquarters. It is clear that no single program is applicable to every situation. Accordingly, considerable flexibility is allowed to Chiefs of Bases, and some of the more rigid limitations contained in earlier drafts of [REDACTED] 62-100, which you may have seen, were deleted in favor of more generalized guidance. Nevertheless, we believe it necessary that an active and conscientious endeavor be made to reduce the number of government-owned vehicles on our TVA. In this connection, it should be noted that the [REDACTED] has one out of 8 (12%) of all vehicles, including trucks, etc., owned by KUBARK. Thus, our actions are of significance to the Agency effort. Moreover, Headquarters and other stations have displayed interest in the program we develop and may well use ours as a prototype.

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3. With this as a general background, the following supplementary guidelines are designed to assist Chiefs of Bases in the implementation of the program:

Allowance Rate Structure

4. Headquarters authorized up to a maximum of \$50 per month. We established somewhat lower rates because:

a. Costs of gasoline and vehicle maintenance are somewhat lower in [REDACTED] than in other areas where [REDACTED] facilities are not available.

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Group I - Excluded from Automatic Downgrading and Declassification

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25X1A      k. Our rather liberal policy (see para 2 of [REDACTED]) for use of other means of transportation for operational purposes; and,

c. rather low official mileage averaged by most Station vehicles. The \$50 rate would have resulted in compensation for official driving at the rate of about .50¢ per mile for some case officers.

5. It was recognized that requirements for official use of private vehicles will fall unevenly. Some personnel are rarely required to use a privately owned vehicle for official use; others have occasional requirements; and still others have such frequent requirements during the workday, nights, and weekends as to, in effect, deny to the family the personal use of the private car. Extra compensation is warranted in the last category regardless of official mileage actually driven because of the inconvenience and extra cost. Thus, we find no single formula which invariably will provide a sufficient incentive to individuals to make privately owned vehicles available for official use, and at the same time will not result in either an excessive, or insufficient reimbursement for other individuals.

6. To achieve some uniformity, if not complete equity, we suggest consideration of the following guidelines:

a. Individuals normally required to use a POV on official business two or less days a week be authorized reimbursement on a mileage basis; or use of an organization motor pool vehicle or custodially assigned vehicle to the extent needed;

b. For those individuals required to use a POV on official business 3 days or more per week, a transportation allowance be granted based on the required driving for official purposes (excluding travel between office and quarters). The past record and future estimates of official driving should be the primary basis, but add due compensation for the "availability" factor and the inconvenience or denial of the vehicle to the owner's family. On this basis, a fair agreement can be achieved with savings to the Government and no financial burden or loss to the individual of his entitled rights. The rate to be approved by addressees should be in multiples of \$5.00 and within the maximum limits set by [REDACTED]

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c. We will not prescribe the precise formula you should use. Any reasonable basis protecting all parties is acceptable. You may wish to consider \$1.00 for each day the individual uses his car for official purposes plus say \$ .05 per mile for actual official driving. Thus, the \$1.00 per day compensates for inconvenience, pro ration of insurance and depreciation and the \$ .05 will cover operating costs (gas, oil, etc.) Of course, computations should not include \$1.00 for those days it is estimated an individual may draw mileage for out-of-town trips (para 2 k (1) of [REDACTED]).

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7. We believe that [REDACTED] provides a workable and fair basis for utilization of private vehicles for official driving. The number of cases where [REDACTED] can be applied (outside Station Headquarters) is for determination by addressess in accordance with the policies stated therein. It seems clear that its application will result in savings to the Government, a subject of interest to all of us. If you have cases where the allowances are not adequate, a justification for an increase may be submitted to Station Headquarters for individual attention.

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#### 8. Retention of Organization Owned Vehicles

The normal government standard usage is about 10,000 miles per year. Exact figures are not available, but estimated usage, at the [REDACTED] for official business appears to be less than half the Government average. Of course, our operational requirements are different and certain vehicles must be maintained only for special uses. Nevertheless, the present average usage for official purposes is uneconomical. Whether such uneconomical use is required under our present circumstances is for careful consideration in each case. In the review of your semi-annual report on your TVA, particular attention will be given to the justification for those vehicles driven fewer than 200 miles per month on official business, averaged over the six-month period.

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9. This is a complicated administrative problem which has its roots in patterns long accepted as normal. We ask only that you look carefully and honestly at your present

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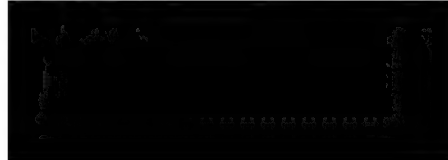
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needs for official transportation and implement [REDACTED]  
to the extent the policies and procedures therein are  
applicable to your Base.

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Distribution:

- 3-Each Addressee
- 1-DCS
- 1-C/Admin
- 1-COS/Log
- 1-COS/Compt
- 1-DRC
- 1-TSB
- 1-Commo
- 1-COS Board

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